

QUALIFICATIONS ASSESSMENT SENIOR LEGAL TYPIST

SECTION 1: GENERAL INSTRUCTIONS / AFFIRMATION

This Qualifications Assessment is the sole component of the Senior Legal Typist examination. To obtain a position on the eligible list, a minimum score of 70% must be received. Read the instructions below carefully before completing this examination. Failure to do so may result in an inability to process your Qualifications Assessment and disqualification from this examination.

All applicants must complete and submit the following examination materials:

- Standard State Application (Form STD 678)
- Qualifications Assessment

All examination materials must have original signatures and must be postmarked no later than the final filing date of **February 8, 2016**.

Examination materials postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted. Submit all examination materials to:

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attn: Nitika Nitashni

Government Code Section 18935:

“The department may refuse to examine or, after examination, may refuse to declare as eligible or may withhold or withdraw from certification, prior to appointment, anyone who comes under any of the following categories:

- (j) Has intentionally attempted to practice any deception or fraud in his or her application, in his or her examination, or in securing his or her eligibility.”**

I hereby certify that the information provided by me on this questionnaire is true and complete to the best of my knowledge and contains no willful misrepresentation or falsifications. I also understand that if it is discovered that I have made any false representations, I will be removed from the list resulting from this examination and may not be allowed to compete in future examinations for State employment. If already hired from the result of this examination, I may have adverse action taken against me, which could result in dismissal.

Signature: _____

Date: _____

Printed Name: _____

SECTION 2: SENIOR LEGAL TYPIST TASKS

Instructions:

You will assess your knowledge and experience in specific job-related actions using the rating scales below.

Respond to each of the following statements by indicating how the statement applies to you. You are required to respond to every statement by marking one option for each of the three scales provided.

IMPORTANT NOTE: In responding to each statement, you may refer to your work experience whether paid or volunteer, formal education, or formal training courses.

Experience performing this task:

- **Both work and academic/training experience** - I have performed this task in an actual setting while performing a job **and** have education or training relevant to this task.
- **Work experience only** - I have performed this task in an actual setting while performing a job.
- **Academic/training experience only** - I have education or training relevant to this task, but have not applied it in an actual job.
- **No experience** - I have no education, training, or experience in performing this task.

Length of experience performing this task:

- **12 months experience or more**
- **6 to 11 months experience**
- **Under 6 months experience**
- **No experience**

Knowledge related to performing this task:

- **Extensive knowledge** - I possess an expert knowledge level to the extent that I could effectively perform this task in the most difficult and complex situations, and I could instruct others on specific aspects of this task.
- **Substantial knowledge** - I possess an advanced knowledge level to the extent that I could independently perform this task under the majority of circumstances or situations encountered.
- **Moderate knowledge** - I possess a sufficient knowledge level that would allow me to perform this task successfully under general supervision.
- **Limited knowledge** - I have some knowledge of how to perform this task, but may require additional instruction to apply my knowledge effectively.
- **No knowledge** - I have no knowledge of how to perform this task or what it may entail.

	Experience				Length of Experience				Knowledge				
	Work and academic/training	Work only	Academic/training only	No experience	12 months or more	6 to 11 months	Under 6 months	No experience	Extensive	Substantial	Moderate	Limited	No knowledge
1. Processing pleadings and preparing certified mailings with declarations of service to the respondent and/or respondent's attorney.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Preparing depositions, decisions, opinions, or notices of hearings for litigation for service or delivery in accordance to court rules or established practice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Reviewing and analyzing legal applications, documents, and correspondence to determine whether they should be confidential or public documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Contacting companies and law firms for correction of defective documents submitted for their clients.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Processing and maintaining public and confidential files for subpoenas, subpoenas duces tecum, service of process, or various other legal notices and forms.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Determining matter status and responding through verbal communication on status and basic procedural matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Determining matter status and responding through written communication on status and basic procedural matters.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Experience				Length of Experience				Knowledge				
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8. Typing various legal forms from marginal notes or oral instructions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Responding to public record requests from attorney offices and the public for information maintained by the office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Processing incoming and outgoing mail.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Providing receptionist coverage for the office.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Providing administrative or clerical support.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Serving as team lead over other support staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Operating office equipment (personal computers, printers, copy machines, fax machines, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Using database software (Access, Dbase, etc.) to enter, organize, track, and retrieve data.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Using word processing software (Word, Wordperfect, etc.) to develop or format documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Using spreadsheet software (Excel, Lotus, etc.) to present data and information in an organized manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Sorting and systematically arranging files and documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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19. Working on assignments, reports, or projects with stringent deadlines.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Assessing the importance of assignments and prioritizing assignments accordingly.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Holding a position that required you to work cooperatively with people outside your immediate work or academic setting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 3: CONDITIONS OF EMPLOYMENT

If you are successful in your examination, your name will be placed on the employment list and certified to fill vacancies according to the conditions you specify on this form.

LOCATIONS IN WHICH YOU ARE WILLING TO WORK

Mark your selection(s) below. Positions may exist in the following locations:

- | | |
|---|---|
| <input type="checkbox"/> (1940) Los Angeles | <input type="checkbox"/> (3401) Sacramento |
| <input type="checkbox"/> (3801) San Francisco | <input type="checkbox"/> (0000) Statewide (All locations) |

TENURE/TIMEBASE IN WHICH YOU ARE WILLING TO WORK

*Mark only **ONE** selection.*

- ☐ (C) Permanent or Temporary – full time only
- ☐ (M) Permanent or Temporary – part time or intermittent only
- ☐ (D) Permanent – full time only
- ☐ (K) Temporary – full time only
- ☐ (A) Any

Please notify the California Department of Insurance promptly of address changes or availability for employment.

THIS COMPLETES THE QUALIFICATIONS ASSESSMENT